

12 February 1958

MEMORANDUM FOR: Deputy Director (Coordination)
Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)

SUBJECT: CIA Civilian Specialist Reserve

REFERENCES: (a) Project Review Committee Action, No. DD/S 27-58
(b) Project Outline (CIA Civilian Specialist Reserve)

1. The Director of Central Intelligence has approved the establishment of the CIA Civilian Specialist Reserve. This program is initially limited to a pilot activity of 50 reservists confined largely to the Office of Communications. Contingent upon the success of the pilot operation the program may be expanded to a maximum of 250 active reservists.

2. As a first step in carrying out this program, I would like to identify the components of the Agency which are interested in establishing, at this time, units of the CIA Civilian Specialist Reserve. The program is designed for people whom you wish to appoint and train in peacetime for emergency use. It is therefore requested that you advise me of the number of units of the CIA Civilian Specialist Reserve which you desire to establish in your various components together with the number of spaces that are contemplated for each unit. For the duration of the pilot phase of the program, it is suggested that each request for the establishment of a unit of the Reserve have the endorsement of your office.

3. It would be most helpful if you desire to participate to indicate the types and grades of personnel and the training contemplated as discussed in the personnel annex of the project outline (see Tab B) so that I may have the maximum information available in approving the establishment of a unit and the number of spaces that might be allocated to it.

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4. [REDACTED] Chief of the Mobilization Staff, Office of Personnel, extension 8128, is assigned to assist your representative in responding to this request, if you desire such assistance.

5. In addition to the Specialist Reserve this office is undertaking the screening of applicant and former employee files to establish and maintain a much larger list of persons qualified and interested in Agency service during periods of expansion or emergency. Persons on this roster will be contacted periodically to keep their records up to date and to determine their continued interest. Appointment and training actions on these people will not be undertaken and they would not be included in the CIA Civilian Specialist Reserve.

[REDACTED]
Gordon M. Stewart
Director of Personnel

Attachments

Para. 4, Project Review Committee Action No. DD/S 27-58
Project Outline (CIA Civilian Specialist Reserve)

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Paragraph 4; PRC Action No. DD/S-27-58:

4. ACTION

a. The Committee reviewed subject proposal in depth in the meeting of 1 August 1957.

b. It is the position of the Committee that:

- (1) The Agency should initiate a limited Civilian Specialist Reserve Program as a pilot activity, confined largely to the Office of Communications.
- (2) Contingent upon the success of the initial phase, the ultimate magnitude may amount to a program of 250 active reservists and an annual direct cost approximating \$158,700, subject to the availability of funds from within the regularly approved Operating Budget of the Office of Personnel.
- (3) No reservists are to be placed on active duty under this program in a manner that will raise security problems.
- (4) The DD/P concurrence is subject to the provision that no transient, on-the-job training is to be conducted within the DD/P as a whole, as a part of this program.

APPROVED by the Director of Central Intelligence, 26 January 1958.

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INFORMATION ON THE CIA CIVILIAN SPECIALIST RESERVE PROGRAM

1. BACKGROUND

- a. The activation of a Central Intelligence Agency Civilian Specialist Reserve Program has been approved on a pilot study basis. The program during the period of the pilot study is limited to fifty civilian reservists confined largely to the Office of Communications. The Office of Personnel has been designated as the office responsible for the administration of this program. The program will be expanded to 250 reservists if experience gained in the pilot study warrants.
- b. The Civilian Specialist Reserve Program will provide the Agency with a readily available pool of trained civilian specialists whose skills will be required immediately in the event of a war or general emergency. This reserve will be comparable in many respects to the Organized Reserve Corps of the Armed Services. Selected reservists will report during the first year for a three-day period for medical, security, and personnel processing, and for a two-week assignment. Thereafter they will report annually for a two-week assignment. The initial period and the work assignment periods will be with pay.

2. BASIC REQUIREMENTS FOR APPOINTMENT

- a. U. S. Citizenship.
- b. Not presently employed in any manner by the Federal Government.
- c. Not a member of any of the Reserve Corps of the Armed Services.
- d. Available for training periods of 15 days annually.
- e. Available for full-time employment with the Agency in the event of national emergency.
- f. Meet qualification requirements for the position and grade to which appointed.

3. COMPENSATION AND BENEFITS

- a. Reimbursement will be made at the rate of the GS grade commensurate with the appointee's qualifications for the position in which he will be utilized.
- b. Travel expenses including per diem will be paid, in accordance with Agency regulations generally applicable to personnel in staff status, during the course of travel away from the reservist's city of residence or usual place of work.

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- c. Reservists while participating in training are accorded the same provisions as staff employees for death, dismemberment, or disability under the Federal Employees Compensation Act.
 - d. Reservists are not entitled to leave, Civil Service Retirement, or Government Insurance while participating in the reserve program.
 - e. Payments made by the Government for periods of training subject the reservist to limitations imposed by Federal legislation respecting political activities, conflict of interest, and liability for U. S. Federal Income Tax.
 - f. At the discretion of the Agency, a reservist when called to full-time duty may be converted to full staff status carrying all of concomitant rights, benefits, privileges, and obligations of any person serving as a full-time employee of the Government under such terms of appointment as are specified by the Agency for the emergency period.
 - g. A civilian reservist may be terminated at any time by the Agency. Notice of termination will be given the reservist in writing by the Director of Personnel.
4. GENERAL
- a. Spaces will be assigned by the Director of Personnel and allocated by number, type, and grade to operating components of the Agency which have requested establishment of a Civilian Specialist Reserve unit. The approval of the Project confined the Reserve during the pilot stage largely to the Office of Communications.
 - b. Operating components should request the recruitment of civilian reservists by name or through recruitment requests specifying qualification requirements.
 - c. The Director of Personnel recruits, appoints, and assigns civilian specialist reservists. They are appointed for an indefinite period.
 - d. Cover is not a requisite, although there may be some instances in which normal employment of the reservist can be exploited for cover possibilities.
 - e. Civilian reservists are knowledgeable of their connection with CIA, and, in all likelihood, many of their friends and business associates might become witting of this connection.
 - f. Reservists will be informed of their reporting place in the event of national emergency and disruption of facilities.
 - g. Civilian reservists will agree in writing to the conditions of their employment.
5. CONTACT WITH PROSPECTIVE RESERVIST AND HIS EMPLOYER

The Personnel Procurement Division of the Office of Personnel will contact prospective reservists for recruitment purposes. The Contacts Division of the Office of Operations will normally negotiate with the individual's employer.

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CIA CIVILIAN SPECIALIST RESERVE

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CIA Civilian Specialist Reserve

1. OBJECTIVE:

To establish a readily available pool of trained civilian specialists whose skills would be required by the Agency in the event of war or general emergency.

2. ORIGIN AND POLICY GUIDANCE:

a. Origin: The need for a Civilian Reserve Program to provide qualified personnel assuredly available to the Agency in event of a wartime expansion has long been recognized. In February 1956, the Office of Defense Mobilization invited the Agency to establish a unit of the National Defense Executive Reserve composed of senior executives which had been authorized by Executive Order 10660, dated 16 February 1956. A study was conducted at that time by the Office of Personnel with the aid of a task force on which there were representatives of the Office of General Counsel, Office of Personnel, Office of Training, Office of Communications, Office of Security, and Office of the Deputy Director (Intelligence). The conclusion was reached that CIA had a greater need based on demonstrated requirements for a specialist reserve composed of technical personnel such as communication and medical technicians, psychologists, investigators, interrogation specialists, and so on, than it did for an executive reserve at a higher echelon. The task force further concluded that establishment of a Civilian Specialist Reserve was feasible using the authority vested in the Director by Public Law 110. The Office of Communications on 6 June 1956 and the Office of Training on 27 June 1956 presented staff studies urgently recommending initiation of such a program.

b. Whence Proposed: The proposal was originated in Headquarters as a result of anticipated needs resulting from war planning and emergency studies.

3. SITUATION:

At the 32nd meeting of the Career Council held on 13 September 1956, a staff study, "CIA Specialist Reserve Program" was presented together with a proposed Appointment Instrument and a proposed CIA Regulation. Although the Council approved in principle the establishment of a Civilian Specialist Reserve, it recommended that a pilot project be developed for submission to the Project Review Committee in lieu of establishing the Reserve by Agency regulation as was originally planned.

4. PROPOSAL:

By use of the authority vested in the Director of Central Intelligence by Public Law 110, to establish in CIA by means of a pilot program, a Specialist Reserve composed of civilians whose skills and qualifications would be essential to the Agency in time of war.

5. OPERATIONAL OUTLINE:

a. Sub-Proposals or Tasks: An initial authorization of 250 spaces is requested for the Civilian Specialist Reserve although it is not anticipated that more than 50 spaces will be obligated in the first year of the program. Spaces would be allocated by the Director of Personnel distributed as to number, type, and grade by units to those operating components of the Agency that had requested the establishment of a unit of the Reserve in support of their mission in wartime. The Director of Personnel would approve each request for the establishment of a unit. Nominations of personnel could be submitted by name to the Director of Personnel against these allocations, who would then be responsible for the recruiting, appointing, and assigning of candidates thus named; the spotting of additional potential members of the Reserve and forwarding their names with qualifications to components having Reserve units for their concurrence as to appointment; the calling of reservists to training duty, and in event of national emergency, to full duty with the Agency. Reservists who are security and medically cleared would receive an appointment certificate for an indefinite period after accepting the provisions contained in the Agency's Specialist Reserve Agreements (Attachment 1). Appointment criteria, compensation benefits, responsibilities, and reasons for termination of appointment would be specified in these agreements (Attachment 2). In addition, a Personnel Action, 1152A, would be executed. It is planned to summon reservists twice to Headquarters during the initial year of membership in the Specialist Reserve; at the time of appointment for a period of three days to complete entrance procedures, orientation, and security indoctrination, and a second time for annual training.

b. Key Personnel: As indicated above.

c. Indigenous Groups and/or Leaders: Not applicable.

d. Target Groups: U. S. personnel having skills and abilities useful to the Agency in event of general emergency.

e. Duration: It is anticipated that this would be a continuing project for the foreseeable future.

f. Graphic Illustration: Attachments 1 and 2 show actual examples of official personnel actions and agreements to be used.

6. SECURITY:

a. Cover: Although in most cases cover would not be a requisite, there may be some instances in which normal employment of the reservists could be exploited for cover possibilities.

b. Knowledgeability: Reservists would be knowledgeable of their connection with CIA and in all likelihood, many of their friends and business associates would become witting of this connection.

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c. Operational Security: Operational security would be protected by making the training program a formal one. In those instances where on-the-job training was required, this would be given only in selected places under carefully controlled conditions.

d. Risks: Some public and Congressional relations risks may be involved in the beginning of this program since the mere fact that the CIA is recruiting a reserve is open to a variety of interpretations by those having some knowledge of its mission. Furthermore, the matter of calling up the reserve in a period of tension or crisis would be a delicate one that might have undesirable repercussions. There is also a risk involved to the cover of the training establishments utilized owing to the increased numbers who would be receiving training at these locations. These risks can be minimized by careful pre-selection of candidates, discrete recruiting, and thorough security indoctrination.

e. Personnel Disposal: In view of the fact that the reservist is not dependant upon the Agency for livelihood or career, termination of relationships where necessary can be accomplished readily without complications.

f. Disaster Plan: Each reservist would be informed as to place of reporting in event of national emergency and disruption of facilities.

7. COORDINATION:

a. Relation to Other Projects: No relation to other projects as such. Agency reserve activities will be fully coordinated so that there is no duplication.

b. Significance within Over-all Program in Area: This program would be coordinated very closely with the Agency's military reserve program through administrative arrangements already in being between the Agency and the Department of Defense.

c. Extent of Coordination: In addition to the operating components in which units might be established, five offices are directly involved in servicing the program; the Office of Personnel, Office of Training, Office of Security, Comptroller, and the Medical Staff. Each has a specific function to perform. However, for the purposes of control and in consonance with CIA Regulation [REDACTED] "Personnel Mobilization Plan 25X1A ning," the Director of Personnel would accomplish the required coordination including the assignment of available specialist reservists to established units on the basis of detailed manpower requirements. The Office of Personnel would administer a budget for the direct cost of the program.

8. CONTROL:

a. Nature of: All communications between reservists and the operating components concerned would be channeled through the Office of Personnel which would maintain the correspondence files.

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b. Administrative Plan: Not required. Annexes for Training, Medical, Personnel, and Security, which will establish procedures and methods for accomplishing these requirements, are attached at Annexes A, B, C, and D.

c. Reports: An annual report will be prepared by the Director of Personnel and offices having a reserve unit, and personnel statistical reporting will include the Specialist Reserve.

9. BUDGET DATA:

a. Total Over-all CIA Funds Required for FY 1958: It is estimated that approximately 50 persons would enter program the first year. On the basis of direct cost estimates of \$136 per person for original trip to Washington at time of appointment, and of \$526 per person for subsequent training tour, the total over-all CIA funds required for FY 1958 amount to \$33,100.

b. Availability of CIA Funds Required: The requirement would be for vouchered CIA funds. The Director of Personnel has placed in his preliminary estimates for 1958 the sum of \$60,000 for reserve programs. This request was deleted in subsequent Bureau of the Budget hearings with the understanding that the program would be re-evaluated and forwarded as a project. If approved, the project will be included in the operating budget submitted for fiscal year 1958.

c. Non-CIA Funds: Not required.

d. Foreign Currency: Not required.

e. Funding: Not applicable.

f. Financial History: Not applicable.

g. Future Requirements: In requesting authorization of 250 personnel in this program, it is realized that this objective could not be met within the coming fiscal year. However, recruitment efforts should result in appointments in the following fiscal year for which the sum of \$158,700 is sought to accommodate approximately 250 members at the following average cost per capita:

DIRECT COST ESTIMATES

| | |
|--|---------------|
| Per Diem (3 days @\$12) | \$ 36 |
| Transportation (average should not exceed) | 100 |
| | <u>\$136*</u> |
| Salary (1 two-week period average GS-11 level) | 246 |
| Per Diem (15 days @\$12) | 180 |
| Transportation (average should not exceed) | 100 |
| | <u>\$662</u> |

*Required in year of appointment only, thereafter annual cost should not exceed an average of \$526 per person.

10. SUPPORT DATA:

- a. Total CIA Personnel: No additional CIA personnel would be required immediately to support a pilot specialist reserve program on the assumption that offices concerned can absorb the indirect cost of clearances, administration, and training within the current ceilings. This situation would require a review during the coming fiscal year as the program takes form.
- b. Training: The reserve training problem is a major one with the detailed requirements and methods covered in the training annex (Annex A).
- c. Materiel: Not applicable.
- d. Communications: Existing facilities.
- e. Other CIA Support: Special support will be required from the Office of Operations in the use of Contact Field offices for maintaining contact with reservists, possibly through the medium of periodic evening meetings. Other support requirements are covered in annexes for Medical, Personnel, and Security (Annexes B, C, and D).
- f. Support Required for Other United States Agencies: Official liaison will be required with the Office of Defense Mobilization to obtain recognition for the Civilian Specialist Reserve in their manpower planning on a national level, and with the Civil Service Commission which is designated as the manpower control authority for civilian personnel of the Federal Government in event of emergency. Present administrative arrangements with the Selective Service System will provide for the necessary exchange of information required by this control of the nation's youth. Every effort will be made to minimize this liaison by concentrating the program on prospects who have fulfilled their military obligation.

11. GENERAL CONSIDERATIONS:

- a. Current Status: The Civilian Specialist Reserve is in the proposal stage only.
- b. Commitments: There are no commitments with relation to this proposal.
- c. Effectiveness: Project is not yet operative, therefore, no analysis of effectiveness is possible.
- d. Anticipated Results: It is expected that the program will give the Agency sources of skilled manpower which are not presently available to it and reduce the dependency on other agencies, particularly the military, in the emergency situations. It would provide replacements for those headquarters Staff Personnel who might be needed immediately in overseas locations. A Specialist Reserve would have additional value as a source of prospects for permanent employment to replace attritional losses in peacetime.

e. Evaluation: The effectiveness of the proposed project can be measured in terms of the Agency's ability to recruit qualified personnel to meet identified requirements. Evaluation then becomes a matter of reviewing the state of readiness of the reserve, which can be done in connection with annual tours of training duty.

f. Policy Questions: There is no present legislative intention to impose upon any civilian an obligation to serve the Agency specifically in event of war. The Office of Defense Mobilization has indicated that official recognition of the Agency program can be given in the broad field of manpower priorities. The policy question, therefore, is whether or not the Agency wants to embark on a program for an unknown number of years without, in the final analysis, having firm control over the individual at the time when most needed.

g. Congress: No action with respect to the Congress is contemplated.

h. Extra Agency Action: Such advice and assistance will be sought from the Office of Defense Mobilization and Civil Service Commission as is necessary to obtain recognition for the Agency program in the Government's emergency manpower planning.

i. Proprietary Companies: Not applicable.

j. Special Considerations: Not applicable.

k. Liquidation: If unsuccessful, the Civilian Specialist Reserve would be liquidated by terminating all appointments.

CERTIFICATE OF APPOINTMENT
CENTRAL INTELLIGENCE AGENCY
SPECIALIST RESERVE

By virtue of the authority vested in me by
The Central Intelligence Agency Act of 1949

JOHN DOE

is hereby appointed a member of the Specialist Reserve of the
CENTRAL INTELLIGENCE AGENCY

This appointment is for an indefinite period, subject only to his
continued qualification and availability for service with the
Central Intelligence Agency in the event of national emergency,
and for interim training duty as required.

As a member of the Specialist Reserve he is subject to the provisions
of the CIA Specialist Reserve Agreement and is entitled to all rights
and benefits provided therein.

(SEAL)

ALLEN W. DULLES
Director of Central Intelligence

By: _____
Director of Personnel

Date: _____

TERMS OF AGREEMENT

Date: _____

Dear Mr: _____ :

1. As the result of discussions between you and the Agency, you have indicated your willingness to join our Civilian Specialist Reserve Program. In order that this Reserve may be composed of persons who are competent and prepared for their particular activities, a program of immediate training and indoctrination is being undertaken. To clarify your status, and the rights, benefits, and obligations involved, terms of agreement are herewith established.

2. It is our understanding that you are:

- a. A U.S. citizen;
- b. not presently employed in any fashion by the Federal Government;
- c. not a member of the Reserve component of any of the Armed Forces (including the Coast Guard) or their auxiliaries;
- d. available for training periods not to exceed a total of 15 days in any one year;
- e. available for full-time employment with the Agency in event of national emergency.

3. In determining your eligibility, we have relied upon your statements on these factors. Your acceptance of this agreement will verify the fact that these statements are an accurate reflection of your status at the present time and also serve as an assurance to the Agency that if at any time they change, you will notify the Agency accordingly.

4. In reliance upon such understanding, you will become a member of the Civilian Specialist Reserve in a compensation bracket equivalent to GS-__ upon written acceptance of this agreement subject only to subsequent medical and security approval by this Agency.

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5. While you have been selected because of your specialized knowledge and experience, periods of training will be required to keep you informed of developments in the Agency. On your part then it is understood that you will undertake such training and related travel as may be requested by the Agency provided it does not exceed 15 days in any given year. During such periods as you are engaged in training duty (within this understanding) in the Reserve you will be entitled to compensation at the rate of \$____ per diem, when actually employed. This will be subject to deductions for Federal and, in some instances, State income taxes as well as Social Security.

6. During the course of travel away from your city of residence or your usual place of work for purposes of training duty, you will be entitled to payment of travel expenses including per diem in accordance with Agency regulations generally applicable to personnel in staff status.

7. While you are not an employee of the U.S. Government in the usual sense during the course of your services under this agreement, you will nevertheless be entitled while participating in training activity specified by the Agency to all of the provisions accorded employees for death, dismemberment or disability under the Federal Employees Compensation Act. You will not, however, be entitled to: leave, Civil Service Retirement or insurance as the result of your services hereunder. On the other hand, you should be governed by the recognition that payments made by the Government for periods of training hereunder subject you to limitations imposed by Federal legislation respecting your political activities, conflicts of interest, dual compensation, and liability for U.S. Federal income tax during such periods.

8. The purpose of this intermediate status is essentially designed to accommodate the needs of training and preparedness for your ultimate work with the Agency once a condition of national emergency occurs. At that time, at the discretion of the Agency, you may be converted to a full staff status carrying all of the concomitant rights, benefits, privileges, and obligations of any person serving as a full-time employee of the Government under such terms of appointment as are specified by the Agency for the emergency period.

9. This agreement may be terminated at any time by the Agency: if you become unavailable or fail to report for training duty; if you fail to maintain proficiency in the specialty for which you have been selected; or if any of the conditions mentioned above in paragraph 2 cease to be effective. Notice of termination will be given to you in writing by a designated representative of the Agency.

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10. On your part, if at any time you wish to resign from the Civilian Specialist Reserve, you may do so by giving the Agency thirty (30) days notice in writing.

11. If the above is in accordance with your understanding, please indicate your agreement in the space provided below, thereby indicating your acceptance without qualification of the conditions and statements stipulated herein.

Witness

Signature

Date

Date

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TRAINING ANNEX

I. OBJECTIVE:

To provide a program which will ensure that the civilian reservists are trained to the extent necessary in order to convert to productive staff employees within a minimum period of time.

II. TRAINING SUPPORT:

The Office of Training will provide the following support for this project, irrespective of the office or component to which the reservist is to be assigned:

1. Courses: A scheduled orientation program will be conducted at specified times during the period June through September. This program will be approximately two days duration and will be similar to the orientation now provided staff personnel upon their EOD.

2. Technical Supervision: The Office of Training will provide technical supervision of the approved training programs established within components interested in this project. This supervision will ensure that the scope and character of training and the evaluative procedures are in consonance with the objectives of the project.

3. Personnel: No additional personnel are required by the Office of Training.

III. LOGISTIC SUPPORT:

No Logistic support will be required by the Office of Training.

IV. SPECIAL CONSIDERATIONS:

1. Training: EOD procedures will ensure that initial starting dates for duty of all new members of the civilian reserve are consistent with a scheduled starting date of the special OTR conducted orientation course, described in paragraph II 1 above.

2. Tests: All individuals on or before their initial tour with the Agency will be required to take the Professional Employees Test Battery. Results of these tests will be made known to interested offices.

V. IMPLEMENTATION AND ADMINISTRATION:

Implementation will take place subsequent to receipt of written notice of project approval by the appropriate approving authority. The administration of the initial training support to this project will be the responsibility

of the Chief, Intelligence School, Office of Training. All subsequent training will be the responsibility of those components in the Agency to which civilian reservists are allocated.

MEDICAL ANNEX

I. OBJECTIVE:

To establish appropriate medical standards for appointment in the CIA Specialist Reserve and to provide support and facilities for the medical examination of such personnel.

II. MEDICAL SUPPORT:

1. Successful completion of a medical examination by the Medical Staff is a prerequisite for appointment in the CIA Specialist Reserve. This examination will be similar in all respects to that required of an applicant for staff employment.

2. A re-examination by the Medical Staff at four-year intervals is necessary to retain membership in the Reserve.

3. An interim medical history and a certificate of physical fitness are required prior to each tour of active duty training.

III. SPECIAL CONSIDERATIONS:

The Medical Staff may, under special conditions, arrange for the medical examination to be conducted outside of Headquarters. The normal procedure, however, will require this examination to be conducted at Headquarters, and alternate arrangements must be arranged specifically with the Medical Staff.

IV. IMPLEMENTATION AND ADMINISTRATION:

1. Not earlier than 90 and not later than 30 days prior to entry on each subsequent tour of active duty training, the reservist will execute an Interim History Statement (Form No. 1066) for submission to the Medical Staff for evaluation.

2. Upon reporting for active duty training, the reservist will execute a certificate as follows, which will be filed in his official file:

"I certify that I have had no serious illness sufficient to require the services of a physician or practitioner since the date of my last tour of active duty training and that I am to the best of my knowledge and belief in good health and free of any communicable disease."

3. At the time of the tour of active duty training most closely coinciding with the fourth anniversary of the initial physical examination the reservist will be given another physical examination as part of his active duty training processing. Subsequent re-examination is required at four-year intervals. Such physical examinations will be requested of the Medical Staff on the Medical Action Request and Report (Form No. 259).

PERSONNEL ANNEX

I. OBJECTIVE:

To provide a program for the procurement, employment, processing, entrance on duty, and separation of qualified specialized civilian reservists.

II. PERSONNEL SUPPORT:

The Office of Personnel will coordinate and support this project in the following manner:

1. Acting upon requests for reserve units presented by operating components and allocating the number of positions authorized for each reserve unit.
2. Coordinating the administrative effort of the various support offices involved in the program.
3. Establishing tables of organization for reserve units.
4. Evaluating positions and assigning position numbers, grade level, and official title for the position.
5. Locating and interviewing prospective civilian reservists and making a recommendation for their employment.
6. Handling necessary correspondence with the reservist.
7. Processing reservist for employment and separation.

III. LOGISTIC SUPPORT:

No Logistic support will be required by the Office of Personnel.

IV. SPECIAL CONSIDERATIONS:

1. Medical examinations must have priority to meet scheduled processing and training.
2. Security processing must have priority to meet scheduled training.

V. IMPLEMENTATION AND ADMINISTRATION:

The Civilian Specialist Reserve will be implemented when approved by competent authority.

1. The administration of the program internally by the Office of Personnel will follow the responsibilities outlined in an appropriate Office of Personnel Memorandum (OPM).

2. Operating components in requesting establishment of a Specialist Reserve Unit will indicate to the Director of Personnel a need for such personnel based on factors such as, replacement of military reservists, increased workload resulting from intensified operations, and need for specialized critical skills requiring long leadtime for proficiency. The training program planned for the specialized reserve must also be described.

SECURITY ANNEX

I. OBJECTIVE:

To give security support for the program.

II. SECURITY SUPPORT:

The Office of Security will furnish the following support for this program:

1. Clearances: These will be scheduled and processed within the present framework now used in the Agency for all applicant type cases.
2. Polygraph: This will be given each specialist reservist upon his first trip to Washington, D. C.
3. Continuing Security Checks: Periodic checks on each individual reservist will be made through existing Office of Security facilities to ensure continuity of clearance status.

III. LOGISTIC SUPPORT:

No Logistic support will be required by Security for supporting this project beyond what is already available to the Office of Security.

IV. SPECIAL CONSIDERATIONS:

1. Security cleared reservists may enter on duty in the field after full clearance, but will be subject to polygraph upon the first trip to Washington.
2. All reservists will be given security indoctrination prior to and at the conclusion of each training tour.

V. IMPLEMENTATION AND ADMINISTRATION:

1. Implementation of this support on the part of the Office of Security will take place subsequent to receipt of written notice of project approval by the appropriate approving authority.
2. Administration of security support to this project will be the responsibility of the Chief, Personnel Security Division.